



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND, ATLANTIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT CAMPBELL
39 NORMANDY BOULEVARD
FORT CAMPBELL, KENTUCKY 42223-5617

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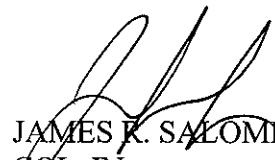
4 March 2016

MEMORANDUM FOR Directors, United States Army Garrison, Fort Campbell, KY 42223

SUBJECT: Annual Substance Abuse Training for Civilian Employees

1. Substance Abuse is inconsistent with the high standards of performance, discipline, and readiness necessary to accomplish the Army's mission. The Army's goal is to provide a safe, healthful, and secure workplace. Prevention education and training for civilian supervisors and employees at all levels are crucial to the success of a safe and productive workforce. The Employee Assistance Program (EAP) will play a critical role in providing education and prevention programs for various civilian groups.
2. Substance abuse prevention training consists of an educational/motivational program which focuses on the adverse effects and consequences of alcohol and other drug abuse. The program will include: training and education for supervisors and employees about alcohol and other drugs and training and consultation for supervisors on how and when to make proper use of EAP services.
3. Civilian supervisors must emphasize the importance of a safe and productive workforce through the recognition and documentation of employee performance and conduct problems, and the use and responsibilities for offering EAP services. In pursuit of educating our workforce, directorates are free to continue to coordinate directly with the EAP to schedule annual training specifically for their personnel. To further assist directorates, the EAP is offering training in the Education Center Auditorium on the following dates:

Thursday	31 March 2016	1330-1530	Room 151 (Auditorium)
Wednesday	19 May 2016	1330-1530	Room 151 (Auditorium)
Thursday	21 July 2016	1330-1530	Room 151 (Auditorium)
Thursday	22 September 2016	1330-1530	Room 151 (Auditorium)
4. I strongly encourage all supervisors to maximize their individual understanding of suicide prevention and to engage their subordinates at the earliest signs of stress or struggle.


JAMES R. SALOME
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